



City of Mesa – Housing & Community Development Human Services Funding FY 2014-15 Application

The City of Mesa Human Services program provides grants for community-based nonprofit 501c3 human service agencies. Human Services grant applications will be evaluated by both staff and the Housing and Community Development Advisory Board. 30% of an applicant's overall score is derived from their presentation evaluation conducted by the Housing and Community Development Advisory Board. 70% of an applicant's overall score is derived from staff's technical evaluation of their application. Recommendations for funding will be made by staff to the Mesa City Council for deliberation and final approval.

Applicants should submit two copies (one original, one copy) of this application in person, pages 5-11 only, no later than Tuesday November 12, 2013 at 3:00 p.m. to the Department of Housing and Community Development located at 20 E. Main Street, Suite 250, Mesa, AZ. Applicants should also submit an electronic copy (PDF or MS Word) to: rob.schweitzer@mesaaz.gov

Human Services funding is available for programs that seek to:

1. Assist citizens to achieve or maintain independence and self-sufficiency.
2. Prevent long-term dependence on public resources.
3. Encourage partnerships between all levels of government, the private sector, charitable and other community organizations, and service providers in addressing human service needs (Programs supported by a diversity of funding sources are preferred).
4. Avoid duplication of services.
5. Provide specific outcomes for the public good.

Funding priorities include:

CRISIS SERVICES: Services that assist individuals and families in meeting emergency health and safety needs to stabilize a crisis, and for which no other or inadequate funding sources are available. Examples: Short-term emergency assistance with food, clothing, shelter, utility, rent or mortgage payments, crisis intervention such as detox or crisis counseling and refuge in abuse cases.

PREVENTION/EARLY INTERVENTION SERVICES: Services that prevent or intervene in cases of family breakdown, violence, or poverty. Examples: parent training, youth mentoring, anti-gang human development and academic enrichment programs.

TRANSITIONAL SERVICES: Services that assist individuals and families to remove barriers to obtaining and maintaining economic self-sufficiency. Examples: Job training, child care, transportation, transitional housing, job development and rehabilitation programs such as substance abuse treatment.

LONG-TERM SUPPORT: Services that assist individuals and families in maintaining an independent or semi-independent lifestyle. Examples: Subsidized housing, home-delivered meals or other home-based assistance, adult day care and community-based services to non-institutionalized special populations.

SYSTEM SUPPORT: Services that increase the ability of people with low incomes to participate in the community or that make the human service delivery system more accessible, effective or responsive to the needs and interests of low-income people. Examples: Information and referral, outreach and services that coordinate or leverage resources to be used by the system as a whole.

Staff utilizes the **Community Safety Support Investment Model** to make funding recommendations to Council. The Community Safety Support Investment Model:

- Guides the City of Mesa's efforts to use limited human services resources as wisely and effectively as possible to ensure the safety of the community.
- Helps identify the programs that are most successful at improving community safety conditions.
- Supports the Mesa City Council's priority of funding human service programs that impact community safety; those with outcomes that may have a direct impact on police, fire and safety services.

Applicants will be asked to describe how their program fits into the Community Safety Support Investment Model.

Application Attachments Checklist

These documents are **REQUIRED**. Applications will be considered incomplete if documents are missing.

- | | |
|---|--|
| <input type="checkbox"/> IRS Determination Letter | <input type="checkbox"/> Most Current 990 |
| <input type="checkbox"/> Board of Directors List | <input type="checkbox"/> Bios for Key Program Staff |
| <input type="checkbox"/> Current Operating Budget | <input type="checkbox"/> Conflict of Interest Policy |
| <input type="checkbox"/> Most Current Audited Financial Statement | <input type="checkbox"/> Non-discrimination/ADA Policies |
| <input type="checkbox"/> Most Current Management Letter | |
| <input type="checkbox"/> Policies and Procedures | |

Application Deadline

Please submit the application and all required attachments by Tuesday, November 12, 2013 by 3pm MST. No faxes will be accepted.

Applicant Presentations will occur on January 9, 2014 during:

Proposal Evaluations – *ESG/Human Services Proposal Review* before Staff & Housing and Community Development Advisory Board – 6:00 p.m. Location: Lower Level Council Chambers (57 E. First St., Mesa, AZ 85201).

One representative from each applicant agency is required to give up to a four minute presentation to the Housing and Community Development Advisory Board.

Presentations should provide a clear, concise description of:

- the program goals and impacts.
- the target audience.
- the reasons the program is needed.
- how the program meets City of Mesa funding priorities including the Community Safety Support Investment Model.

Presentations are restricted to four minutes and presenters may be asked to respond to board questions for a maximum period of up to four minutes.

Presentation materials are restricted to one handout (please bring 25 copies) per application submitted. No Power Point presentations permitted.

Scoring Tool

Staff will use the following criteria to conduct a technical evaluation of each Human Services application. It will be worth 70% of your overall score.

Application Review

Agency:

Program:

Reviewer:

Amount Requested:

Please rate the following criteria of each application utilizing a scale of 1 to 5 (with 5 being the highest score possible). 1=strongly disagree; 2=disagree; 3=neutral; 4=agree; 5=strongly agree.

Criteria	Score	Comments
The program is clearly defined with meaningful, client-focused, measureable results.		
The application indicates the agency's past program successes, demonstrating competencies and abilities for continued service delivery.		
The application clearly addresses City of Mesa funding priorities including the Community Safety Support Investment Model.		
The application clearly describes the human services needs being met by the program and includes substantiating local data on why the program is needed.		
The program is offered in collaboration with other community partners.		
The program is offered to a significant portion of Mesa residents and is accessible to diverse populations.		
The program demonstrates broad financial support and the application identifies sources for matching funds.		
The application clearly states how requested funds will be used to support the program.		
The amount requested is reasonable in relation to the number of persons to be served and the anticipated impacts and benefits.		
Attendance to mandatory Human Services Training.		
Total (out of a possible 50 points)		

Additional Comments

The Housing and Community Development Advisory Board will use the following criteria to score the presentation portion of each Human Services application(s). It will be worth 30% of your overall score.

Presentation Review

Agency:

Program:

Reviewer:

Amount Requested:

Please rate the following criteria of each application utilizing a scale of 1 to 5 (with 5 being the highest score possible). 1=strongly disagree; 2=disagree; 3=neutral; 4=agree; 5=strongly agree.

Criteria	Score	Comments
The presentation provided a clear, concise description of the program goals and impacts.		
The presentation provided a clear, concise description of the target audience.		
The presentation provided a clear, concise description of the reasons the program is needed.		
The presentation provided a clear, concise description of how the program meets City of Mesa funding priorities including the Community Safety Support Investment Model.		
The presentation met the time guidelines and questions from the panel were answered sufficiently.		
Total (out of a possible 25 points)		

Additional Comments

**City of Mesa – Housing & Community Development
Human Services Funding
FY 2014-15 Application**

Agency Information

Agency Name	
EIN #	D & B Duns #
Phone	Fax
Agency Mailing Address	
Agency Website	
Executive Director	
Email	Phone
Main Contact Person	
Title	
Email	Phone
Agency overview	
Major sources of overall funding	
Percentage of funds used for administrative costs	
<p>Does the most recent auditor's letter to management identify findings or administrative concerns?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please explain:</p>	
Please list amount(s)/sources of ALL City of Mesa funding received in FY 2013-14.	

Please describe the ways in which your organization engages volunteers.

PROGRAM INFORMATION

Program Name

Program Area (Please check those that apply)

☐ CRISIS SERVICES

☐ TRANSITIONAL SERVICES

☐ PREVENTION/EARLY INTERVENTION SERVICES

☐ LONG-TERM SUPPORT

☐ SYSTEM SUPPORT

☐ New Program ☐ Existing Program

Program Narrative (1000 words or less.)

Be sure to: 1) address how your program fits into funding priorities, including the Community Safety Support Investment Model, 2) describe the client population served by the program, 3) briefly describe past program success, including client feedback.

What assessment process or research was used to determine the need for this program?

Are there other programs within Mesa that provide the same services as this program? If so, please describe how your program is different.

Please describe your community outreach efforts for this program, including how you recruit clients, inform the general public of its availability and how diverse populations are made aware.

Please describe the nature of any community partnerships relevant to the provision of the program.

If your funding request is not granted, will your organization be able to continue to offer these services?

SCOPE OF WORK FY 2014-15**(CONTRACT EXHIBIT A)**

Agency Name
Program Name and Addresses of All Program Locations
Total Funds Requested for FY 2014-15
Program Summary (500 words or less – Please be “Program Specific”)

List the services to be provided, the number of units of services and number of unduplicated persons or households the requested funding will pay for:

Service	Unit of Service	# of unduplicated <input type="checkbox"/> persons <input type="checkbox"/> households
Ex. Emergency Shelter	Bed Nights	250

Program Outcomes and Indicators

Service	Outcomes	Indicators
What the program does?	The impact the program has on clients.	What measurements are used to track success?
Ex. Delivers meals to homebound seniors.	Provides life-sustaining nutrition.	The number of meals delivered.

Direct Program Costs for Reimbursement

Line Item	Description	City of Mesa Human Services Funds	Other Funds	Line Item Total
Personnel				

Contracted Services				
Supplies & Misc.				
	Funding Source Total			

Program Budget FY 2014-15

(CONTRACT EXHIBIT B)

Revenues	Requested Funds City of Mesa	Other Sources	Committed?	Total
Expenses				
Personnel				
Salaries				
ERE				
Contracted Services				
Professional Contracts				
Supplies & Misc				
Equipment				
Travel/Training				
Rent/Mortgage				
Utilities/Communications				
Depreciation				
Marketing				
Postage/Shipping				
Repairs/Maintenance				
Special Events				
Other (Specify)				
Other (Specify)				
TOTAL PROGRAM EXPENSES				

Budget Narrative (500 words or less). Please describe program expenses and revenues.

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APPLICATION CERTIFICATION	
Application Year	FY 2014/15
I CERTIFY THAT I HAVE READ THE APPLICATION AND ALL REQUIRED ATTACHMENTS SET FORTH.	
Certifying Official's Name (Please print)	
Title	
Certifying Official's <i>Signature</i>	
Certification Date	